



Volunteer Generation Fund **Request for Proposals**

Overview : Volunteer Louisiana is making Volunteer Generation Fund (VGF) grants available to nonprofits, schools, local governments, and faith-based organizations in Louisiana, particularly those in rural parishes. The goal of these grants is to support service projects that 1) meet community needs, 2) engage community volunteers, and 3) implement best volunteer management practices. Through the VGF, organizations throughout the state will also have access to a powerful online Volunteer Management System (VMS), as well as training and technical assistance opportunities on volunteer management best practices.

Available Funds and Match Requirements:

- 1) \$50,000.00 in funding is currently available to nonprofits, schools, government agencies, and faith-based organizations operating in the state of Louisiana. The number of project volunteers should guide the requested funding level. \$10,000 is the maximum award, and any request over \$5,000 must demonstrate a deep impact and substantial volunteer engagement.
- 2) VGF grants may be used to purchase goods, services, tools, equipment, supplies, and food/water for the project. Grants may not be used to pay salaries or other administrative or operational costs.
- 3) Grantees must provide a 30% match to the Award Amount. Funds may be cash or in-kind, federal funds excluded. Proposals from the 24 persistent poverty rural parishes (see below) may request alternative match levels on the proposal cover sheet. Alternate match will be reviewed with the applicant to identify possible alternatives.
- 4) All funds are disbursed on a reimbursement basis after project completion.

Requirements:

- 1) The deadline for proposals is December 1, 2014, and funding decisions will be announced by December 10, 2014. Should any funds remain after December 10, an additional RFP may be issued.
- 2) Projects may begin any time after December 10, 2014 and must be completed prior to September 15, 2015. Projects may also include more than one event or day of service to meet the identified need. Partnerships are strongly encouraged.
- 3) Organizations must complete a Volunteer Management Best Practices assessment and training with Volunteers Louisiana prior to the start of the project. Multiple in-person and online training sessions will be offered throughout the year, and dates and times will be posted as soon as they are confirmed. Organizations are not required to complete the training prior to submitting an application.
- 4) Proposals from the 24 rural parishes with persistent poverty will receive the highest priority (Acadia, Assumption, Avoyelles, Bienville, Caldwell, Catahoula, Claiborne, Concordia, East Carroll, Evangeline, Franklin, Lincoln, Madison, Morehouse, Natchitoches, Red River, Richland, Sabine, St. Landry, Tangipahoa, Tensas, Washington, West Carroll and Winn). Proposals from the 11 non-Metro parishes will receive high priority (Allen, Beauregard, Iberia, Jackson, Jefferson Davis, LaSalle, St. James, St. Mary, Vermilion, Vernon and Webster).
- 5) Grantees must submit a Final Report and a Reimbursement Request to receive funds.

Note: Volunteer Louisiana's VMS (www.volunteerlouisiana.gov) is available to all applicants and to any nonprofit, government agency, school, or faith-based organizations in Louisiana. The VMS can be utilized to register your organization, post your opportunities, and manage your volunteers at no cost.

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**2014 Volunteer Generation Fund
Proposal Cover Sheet**

Applicant Information	
Organization Name:	Address:
Phone:	Email:
Project Title:	Project Date(s):
Amount Requested:	Projected # of Volunteers:
Alternative Match Requested? ___ Yes ___ No	
Authorized Representative:	Authorized Representative Title:
Authorized applicant signature:	

Grant requests should be mailed or emailed to:

Nicholas Auck
Director of Volunteer Outreach
Volunteer Louisiana Commission
PO Box 44243
Baton Rouge, LA 70804-4243
Email: nauck@crt.la.gov

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NARRATIVE INSTRUCTIONS

Provide a 1-3 page project narrative that includes:

- a description of your project and how it meets a need in your community
- a description of the number of volunteers you will recruit, how you will recruit them, and how they will be utilized
- a description of the parishes/areas your project serve
- a description of project partners and their roles
- a project timeline.

VOLUNTEER PROJECT BUDGET

Project Materials/Supplies

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Totals					

Refreshments

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Totals					

Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Grant Amount	Match	Total Amount
Totals					

TOTALS			
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